



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 3125.1D  
6A

JUL 28 2004

COMBAT CENTER ORDER 3125.1D

From: Commanding General  
To: Distribution List

Subj: SUBMISSION OF AIR SUPPORT REQUESTS

Ref: (a) MCO 5440.14B  
(b) 3rd MAW 3125.2C

Encl: (1) Standard Air Support Request 3rd MAW Aircraft  
(2) Military Air Passenger/Cargo Request

1. Situation. This Order Provides guidelines for the submission of air support requests per references (a) and (b).

2. Cancellation. CCO 3125.1C.

3. Mission. Due to numerous air support requirements aboard the Combat Center, proper consolidation and processing of air support request are essential. For Headquarters Battalion and Marine Corps Communication-Electronics School, air support requests will be submitted to the Commanding General, Marine Corps Air Ground Combat Center (Dir Operations and Training (O&T)).

4. Execution

a. Tactical Air Support Request

(1) Submission of Requests. The MAGTFTC organizations will submit their air support request via the Air Officer, Operations and Training Directorate. They are to be submitted to the Commanding General (Dir, O&T) for consolidations and forwarding to Commanding General (Dir, O&T) for consolidation and forwarding to Commanding General, I MEF or Commanding General, 3rd Marine Aircraft Wing, as appropriate.

b. Coordination

(1) It is the responsibility of the requesting unit to coordinate with the Range Scheduling Officer, Operations and Training Directorate, regarding the reservation of training areas and airspace prior to the submission of air support requests.

(2) Should the supporting Squadron Operations Officer at 3rd MAW fail to contact the requesting unit point of contact within five days of the mission date, it is recommended that the requesting unit then make the appropriate liaison for the mission brief.

c. Format. Requests should be submitted in columnar format as shown in the example contained in enclosure (1). The notes section allows for explanation of pertinent mission information.

d. Non-Tactical Air Support. Enclosure (3) of reference (a) contains information concerning non-tactical air support airlift requests.

(1) Definition. Non-tactical air transportation is the most expeditious means of transporting military personnel and equipment to locations where scheduling and delivery constraints cannot be satisfied by any other mode of travel.

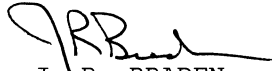
(2) Requests. Non-tactical air transportation may be requested utilizing the format contained in enclosure (2). The Air Officer will contact the Marine Corps Air Bases West Area, Air Transportation Coordination Officer; to coordinate the requirements contained in the airlift request. A minimum of five working days is necessary to coordinate an airlift.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Active Duty and reserve personnel aboard MCAGCC.

  
J. R. BRADEN  
Chief of Staff

DISTRIBUTION: A-1

## STANDARD AIR SUPPORT REQUEST 3RD MAW AIRCRAFT

Request for tactical aircraft from the 3rd Marine Aircraft Wing should contain the following information in the following format:

(Heading)

SSIC  
ORIG CODE  
DATE

From:

To: Commanding General, Marine Corps Air Ground Combat Center (Dir, O&T)

Subj: REQUEST FOR AIR SUPPORT FOR (month)

DATE	NO-ACFT	TYP-ACFT	MSN	ORD	TIME	NOTES
01	1	CH-46	RESUPPLY	NA	1000-1500	1

DATE - the date that the air support is required.

NO-ACFT - number of aircraft required.

TYP-ACFT - type aircraft required.

MSN - type of mission.

ORD - type and quantity of ordnance.

TIME - time that the support is required (local time).

NOTES - amplifying remarks about the mission should include name and DSN phone number of a point of contact (POC). Frequencies and call signs, approved airspace or training areas and impact areas for ordnance, number of passengers (if VIPs, names and ranks of VIPs), amount and type of cargo, internal or external cargo, grid coordinates of pick up and drop points, briefing times and location, and any other information pertinent to the air support request.

ENCLOSURE (1)

## MILITARY AIR PASSENGER/CARGO REQUEST

NOTE: Keep this data on file for two years after submission date.

## 1. SELECT APPLICABLE TRAVEL STATEMENT:

PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.
PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.
PRIORITY 3	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester <b>must</b> provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.

## 2. PURPOSE OF TRAVEL

a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE

## 4. SENIOR TRAVELER

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
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## 5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

## 6. DESIRED FLIGHT ITINERARY

	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				

## 7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)

a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST
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## 8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)

a. CARGO DESCRIPTION			
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET

## e. SPECIAL HANDLING REQUIREMENTS (Explain)

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<b>9. POINT OF CONTACT</b> <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. GRADE</b>	<b>c. DUTY PHONE</b> <i>(DSN/Commercial)</i>	<b>d. AFTER HOURS</b> <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
<b>10. NON-DV PASSENGERS</b>				
	<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. BRANCH OF SERVICE</b>
<b>11. REMARKS/ADDITIONAL COMMENTS</b>				
<b>12. REQUESTER</b>				
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. OFFICE SYMBOL</b>
<b>e. DUTY TELEPHONE</b> <i>(DSN/Commercial)</i>		<b>f. SIGNATURE</b>		<b>g. DATE</b>
<b>h. PLAIN LANGUAGE ADDRESS (PLAD)</b>				
<b>13. TRAVEL AUTHORIZING OFFICIAL</b> <i>(As appointed by Service)</i>				
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. OFFICE SYMBOL</b>
<b>e. DUTY TELEPHONE</b> <i>(DSN/Commercial)</i>		<b>f. SIGNATURE</b>		<b>g. DATE</b>
<b>14. SENIOR TRAVELING PASSENGER</b> <i>(Signature may not be delegated)</i>				
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. OFFICE SYMBOL</b>
<b>e. DUTY TELEPHONE</b> <i>(DSN/Commercial)</i>		<b>f. SIGNATURE</b>		<b>g. DATE</b>